



# Career History Form: *Account Executive*

This information will not be the only basis for hiring decisions. You are not required to furnish any information that is prohibited by federal, state or local law.

Last name	First	Middle		
Home address	City	State	Zip code	Phone (    )
Business address	City	State	Zip code	Phone (    )
Email address		Mobile # (    )		Date

Position applied for \_\_\_\_\_

Earnings expected \_\_\_\_\_



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## I. BUSINESS EXPERIENCE:

(Please start with your present or most recent position.) **REMINDER:** DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE JOB TITLE CHANGED.

A. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Kind of business \_\_\_\_\_ Starting date (mo/yr) \_\_\_\_\_ Final (mo/yr) \_\_\_\_\_

Title \_\_\_\_\_ Staff: Number of direct reports: \_\_\_\_\_ Total Staff: \_\_\_\_\_

Salary (Starting) \_\_\_\_\_ 

[	Base	\$	_____
	Bonus	\$	_____
	Other	\$	_____

 Salary (Final) \_\_\_\_\_ 

]	Base	\$	_____
	Bonus	\$	_____
	Other	\$	_____

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

What is your best guess as to how this supervisor would rate your overall performance?      Excellent      Very Good      Good      Fair      Poor      Impossible to Provide

                            

If rating is impossible to provide, please explain \_\_\_\_\_

What do (did) you like most about your job? \_\_\_\_\_

What do (did) you least enjoy? \_\_\_\_\_

If you are leaving or have left the company, please indicate your motivation to leave.      100% Mine      Mutual      100% Company's (I was fired)      Options don't fit circumstance

                

If options don't fit circumstance, please explain \_\_\_\_\_

Reason(s) for leaving \_\_\_\_\_



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B. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Kind of business \_\_\_\_\_ Starting date (mo/yr) \_\_\_\_\_ Final (mo/yr) \_\_\_\_\_

Title \_\_\_\_\_ Staff: Number of direct reports: \_\_\_\_\_ Total Staff: \_\_\_\_\_

Salary (Starting) \_\_\_\_\_ 

[	Base	\$	_____
	Bonus	\$	_____
	Other	\$	_____

 ] Salary (Final) \_\_\_\_\_ 

[	Base	\$	_____
	Bonus	\$	_____
	Other	\$	_____

 ]

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

What is your best guess as to how this supervisor would rate your overall performance?      Excellent      Very Good      Good      Fair      Poor      Impossible to Provide

                                                                                                            

If rating is impossible to provide, please explain \_\_\_\_\_

What do (did) you like most about your job? \_\_\_\_\_

What do (did) you least enjoy? \_\_\_\_\_

If you are leaving or have left the company, please indicate your motivation to leave.      100% Mine      Mutual      100% Company's (I was fired)      Options don't fit circumstance

                                                                

If options don't fit circumstance, please explain \_\_\_\_\_

Reason(s) for leaving \_\_\_\_\_



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C. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Kind of business \_\_\_\_\_ Starting date (mo/yr) \_\_\_\_\_ Final (mo/yr) \_\_\_\_\_

Title \_\_\_\_\_ Staff: Number of direct reports: \_\_\_\_\_ Total Staff: \_\_\_\_\_

Salary (Starting) \_\_\_\_\_ 

[	Base \$ _____	]	Salary (Final) _____	[	Base \$ _____	]
	Bonus \$ _____				Bonus \$ _____	
	Other \$ _____				Other \$ _____	

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

What is your best guess as to how this supervisor would rate your overall performance?

	Excellent	Very Good	Good	Fair	Poor	Impossible to Provide
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If rating is impossible to provide, please explain \_\_\_\_\_

What do (did) you like most about your job? \_\_\_\_\_

What do (did) you least enjoy? \_\_\_\_\_

If you are leaving or have left the company, please indicate your motivation to leave.

	100% Mine	Mutual	100% Company's (I was fired)	Options don't fit circumstance
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If options don't fit circumstance, please explain \_\_\_\_\_

Reason(s) for leaving \_\_\_\_\_



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**Previous Positions Held** REMINDER: DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE YOUR JOB TITLE CHANGED.

- |   |  |  |   |                        |
|---|--|--|---|------------------------|
| <p>a. Company<br/>b. City, State<br/>c. Performance Rating (Excellent, Very Good, Good, Fair, Poor)</p> | <p>a. Your title<br/>b. Name of supervisor<br/>c. If left the company after this job, Motivation for Leaving (100% Mine, Mutual, 100% Company's)</p> | <p>Date (mo/yr)<br/>a. Began<br/>b. Left</p> | <p>Compensation<br/>a. Initial<br/>b. Final</p> | <p>a. Type of work</p> |
|---|--|--|---|------------------------|

<b>D.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>E.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>F.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>G.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>H.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>I.</b>	a.			Initial \$	
	b.			Final \$	
	c.				

*Indicate by letter \_\_\_\_\_ any of the above employers you do not wish contacted.*



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## II. EDUCATION:

High School  1  2  3  4 College/Graduate School  1  2  3  4  5  6  7  8 (Input X below number for highest grade completed)

### High School

Name \_\_\_\_\_ Location \_\_\_\_\_ Final GPA \_\_\_\_\_ (A = 4.0)

Approximate number in graduating class \_\_\_\_\_ Rank from the top \_\_\_\_\_

Extracurricular activities \_\_\_\_\_

Offices, honors, and awards \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

### College/Graduate School

Name and location	Dates		Degree	Major	GPA	Credit Hours	Extracurricular activities, honors and awards
	From	To					

What undergraduate courses did you like most? Why? \_\_\_\_\_

What undergraduate courses did you like least? Why? \_\_\_\_\_

How was your education financed? \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

Other courses, seminars, or studies \_\_\_\_\_

\_\_\_\_\_



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### III. MILITARY EXPERIENCE:

If in service, indicate branch \_\_\_\_\_ Date (mo/yr) entered \_\_\_\_\_ Date (mo/yr) discharged \_\_\_\_\_

Nature of duties \_\_\_\_\_

Highest rank or grade \_\_\_\_\_ Terminal rank or grade \_\_\_\_\_

### IV. ACTIVITIES:

Membership in professional or job-relevant organizations (You may exclude groups that indicate race, color, religion, national origin, disability, or other protected status.) \_\_\_\_\_

\_\_\_\_\_

Publications, patents, inventions, professional licenses, or additional special honors or awards \_\_\_\_\_

\_\_\_\_\_

What qualifications, abilities, and strong points will help you succeed in this job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your weak points and areas for improvement? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## V. CAREER NEEDS:

Willing to relocate? Yes \_\_\_ No \_\_\_ If no, explain \_\_\_\_\_

\_\_\_\_\_

Amount of overnight travel acceptable \_\_\_\_\_

What are your career objectives? \_\_\_\_\_

\_\_\_\_\_

## VI. OTHER:

Do you have the legal right to work for any employer in the United States? Yes \_\_\_ No \_\_\_

Would you be willing to arrange reference calls with supervisors you've had in the past decade, as a last step before a final job offer? Yes \_\_\_ No \_\_\_

**I certify that answers given in this Career History Form are true, accurate and complete to the best of my knowledge. I authorize investigation into all statements I have made on this Form as may be necessary for reaching an employment decision. I understand that I may be asked to arrange reference calls with managers I've worked for.**

**In the event I am employed, I understand that any false or misleading information I knowingly provided in my Career History Form or interview(s) may result in discharge and/or legal action. I understand that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.**

\_\_\_\_\_  
Signature Date

**Please return this form to the following address:**

**Xxxxx**  
**Xxxxxx**  
**Xxxxxxx**